

Name \_\_\_\_\_ Date \_\_\_\_\_

### INSTRUCTIONS

- Complete *all* the columns on this sheet.
- If you think your action will take longer than 3 hours (roughly half a workday), break it down into a smaller action. Try asking, "What is the first step I need to take?". Another option is to allocate a set time to working on the action eg. I will spend 30 minutes / 2 hours—then get as much done in that time as you can.

**IMPORTANT:** ONLY put actions that you really want and truly plan to do on this sheet.

Your SMART Actions <small>Be sure to make these actions SMART: Specific, Measurable, Actionable, Realistic and Timebound.</small>		How Important (10 is high)	Approx. Time this action will take	Due Date	Support What could get in the way of achieving this? What support do I need from others (or myself) to get this task done?	Complete
1.		___ /10			•	<input type="checkbox"/>
2.		___ /10			•	<input type="checkbox"/>
3.		___ /10			•	<input type="checkbox"/>
4.		___ /10			•	<input type="checkbox"/>
5.		___ /10			•	<input type="checkbox"/>
6.		___ /10			•	<input type="checkbox"/>
7.		___ /10			•	<input type="checkbox"/>
8.		___ /10			•	<input type="checkbox"/>
9.		___ /10			•	<input type="checkbox"/>
10.		___ /10			•	<input type="checkbox"/>